

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050027-3

REPORTS INVENTORY					CONTROL NO.		
PREPARE IN DUPLICATE					PDS#T/ORD-36		
1. TITLE OF REPORT (If a fill-in report include Form No.)					2. TYPE OF REPORT		
Report on Delinquent Advances					<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING			
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
		<input checked="" type="checkbox"/>		ADMIN. GENERAL			
				OTHER (specify)			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)			
2		Monthly		1			
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT			
Memorandum		<input type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO		25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)				
B&F/ORD							
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT		
GS 11.8	6.60		2	=	13.20		
				X	TIMES PREPARED		
					12		
				=	COST PER YEAR		
					\$158		
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR					\$158		
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
Provides Office of Finance listing of individuals responsible for delinquent advances.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS		
<input type="checkbox"/> CHANGE					DOLLARS		
<input type="checkbox"/> DISCONTINUE					-- --25X1		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
12 Oct. 1970		C/B&F/ORD					

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